

# Headquarters East



## Labor-Management Partnership Council

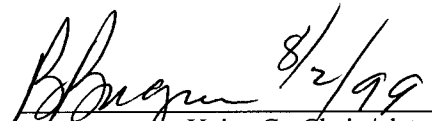
### Council Minutes

June 9, 1999

2 – 4 p.m.

Approved:

  
Management Co-Chair / date

  
Union Co-Chair / date

#### LMPC Members:

Ann Brown, union, (present)  
Balerna Burgess, union, (present)  
Richard Crooke, management (absent)  
Jennifer Hovencamp, management (present)  
Tony Kendrick, management (present)  
Bonnie Matheson, union, (present)  
Katherine Ciacco-Palatianos, management (absent)  
Kathleen Patterson, union, (present)  
Vickeye Santiago, union, (present)  
Mary Beth Skupien, management (present)

**RELOCATION UPDATE:** Darrell Pratt provided information related to the relocation of headquarters. The relocation activity that will continue is the LMPC development of the relocation employee questionnaire to determine the preference and interests of employees regarding a new location and building.

Mr. Pratt updated the Council as to the committee of Parklawn OPDIV Executive Officers that was established by the Department to review the usage of the Parklawn building and issue a report. The committee was established by the Assistant Secretary for Management and Budget, John Callahan, as a result of receiving the formal request of the IHS to leave the Parklawn building, the expressed interest of SAMHSA to leave the Parklawn building, and the expectation that FDA will leave the Parklawn building within the next 6 to 10 years. The Parklawn OPDIV group is IHS, HRSA, FDA, NIH, PSC, SAMHSA, and AHCPR (although not in the building) and the Office of the Secretary. Among other issues, the committee will consider building usage and occupancy rate between now and the time the current lease expires in 2010 and whether there might be a need for the building after 2010 in light of the IHS and

possible other departure requests. One result of the meeting last week was establishing a subgroup to develop a charter for the group. Ms. Reyes represents the IHS on this subgroup along with a representative from the FDA and one from HRSA. The subgroup will meet in two weeks and the larger committee will meet again in mid-July. The committee also decided to complete the report and provide it to Mr. Callahan within 90 days of the July meeting. Mr. Callahan will make a decision on the request of the IHS to leave the Parklawn building after receiving the report. The report is not expected to contain any recommendation on the IHS request but it is expected the report will influence a decision on the IHS request.

Mr. Pratt reviewed some of the previously shared information and provided new information, such as: The Parklawn building is a delegated HHS building which means the HHS operates it instead of GSA. When GSA delegated the management of the Parklawn Building to HHS, one of the agreements was to retain an occupancy rate of no less than 90%. Currently, IHS occupies 6.2% of the building, SAMHSA occupies 10%, and FDA occupies 40% of the building. The current occupancy rate is 99%. The Parklawn Building has 1,060,000 square feet of space and rents for approximately \$16 a square foot which is expected to rise to \$19 or \$20 a square foot next January. There is approximately 10,000 square feet of vacant space in the Parklawn Building dispersed throughout the building. The IHS occupies approximately 62,000 square feet of space in the Parklawn Building and 40,000 square feet of space in the Twinbrook Building.

The Council expressed an interest that the report of the Parklawn OPDIV Committee be completed as soon as possible. Mr. Pratt will provide an update to all HQE employees at the next General Staff Meeting scheduled for July 1, 1999.

**WELCOME PACKAGE:** Ms. Burgess commented that as a result of 30 HQW employees transferring to HQE, the Council may want to propose that a welcome packet of information be developed and provided to those individuals. It was mentioned that many of those being transferred are women and women with children. There was discussion regarding the kind of information the packet could contain such as: community (from Alexandria to Frederick), child care costs, Title 9 Education Program, transportation, points of interests, housing, educational and academic statistics of community schools. It was agreed that each of the Council members would write a letter or essay describing what it is like living in the Rockville and Washington, D.C., metropolitan area from the perspective and experiences of the writer. It was agreed that Council members would obtain information items about their communities and services and have their letters ready by the next Council meeting and consider what additional information was needed. The information packets would then be mailed to the 30 employees. It was also mentioned that after their arrival a welcome reception might be provided.

**The Council agreed by consensus to prepare a welcome packet of information for the HQW employees that are transferring to HQE.**

**LMPC RELOCATION QUESTIONNAIRE UPDATE:** A final review of the questionnaire was conducted by the Council.

**The Council agreed by consensus to provide the final questionnaire to Darrell Pratt and Aaron Handler for their technical review and recommendations for a date to commence the survey.**

**EPMS UPDATE:** Ms. Hovencamp reported that the charts indicating the "turn in" rate of EPMS evaluations would be updated by next week and provided to the Council members.

**QWL SUBCOMMITTEE UPDATE:** It was remarked that the QWL subcommittee has met and made some training inquiries. The Council will ask for a brief update from the subcommittee at the July Council meeting.

**LINC TRAINING UPDATE:** The dates for the Leadership in Context training that the LMPC members will attend are June 29 – July 1, July 27-29, and August 17-20. Training will take place from 8:30am to 5:00pm each day. The location for the June 29 – July 1 training is the Quality Suites off of Research Blvd. Management provided the Council members the Myers-Briggs Survey and associated LINC training forms to complete and return in preparation for the LINC management training.

**TWINBROOK ISSUES UPDATE:** Ms. Hovencamp reported she will meet with Mr. Elrod next week on the issues raised at the last Council meeting. She will summarize the results of her meeting and provide them to the Council members.

Union members pointed to the Twinbrook concerns, shared by management, of housekeeping, the lack of an English speaking housekeeping representative on site, and establishing a reporting and information protocol to handle issues and requests from the routine to the immediate and emergency during and outside of regular work hours.

It was mentioned that the lack of air conditioning issue has been resolved. The issue of hot water also seems to have been resolved.

The Council complimented Chuck Lachin on his responsiveness to requests. The union suggested, and management members agreed, that a process of who to notify and how to submit requests so that everyone is kept informed could be useful. It was also mentioned that when Chuck Lachin is absent the service and response support he provides needs to be continued and not deferred until his return.

The union also wanted to provide a comment about safety at the Twinbrook building. Therefore a request was also made by union and management members to conduct fire drills for the Twinbrook staff so that there is familiarity that there is more than the front stair exit route and where employees should safely gather and be accounted for.

**INFORMATION SHARING:** Management provided Council members the following information items: Minutes of the March 1999 meeting of the IHS National Union-Management Partnership Council, Meeting Summary Report of the May 1999 meeting of the IHS National Union-Management Partnership Council, the Director's Oral Opening Statement (and summary of Questions and Answers) before the March 1999 Interior Appropriations Subcommittee of the House Appropriations Committee Hearing on the President's FY 2000 budget Request for the Indian Health Service, the Director's Keynote Address "Speaking with One Voice" before the April 1999 Tribal Self-Governance Spring Conference, and the IHS May 1999 through April 2000 Planning Calendar.

The meeting ended at 3:40pm. The union will prepare and lead the next meeting on July 14, 1999.